Completion of Dissertation - final phase

Please find below the steps outlining the FSS procedure as preparation for obtaining the doctorate degree. In bold the responsible actor. In italic the follow up of the procedure, where relevant. Please also consult the sections in the Doctorate Regulations.

Step 1 Promotor (approval)

The promotor sends the following documents to bestuurssecretariaat.fsw@vu.nl:
- The list of intended Thesis Committee members. Please include their e-mail and postal address, as well as sufficient details on their function. The supervisor should have checked their availability and willingness to evaluate the thesis.
- A letter in which he/she outlines the performance of the candidate including an explanation of the contribution of the candidate to the publications contained in the dissertation (if applicable).

The committee should consist of at least five members of whom the majority is professor. One of the professors is the chair of the committee.

The administrative office of VU-GSSS informs:
- The PhD and promotor of the approval of the Thesis Committee;
- all members of the Thesis Committee about the thesis to be expected and what their duties are.

Step 2 PhD candidate (administration)

The PhD candidate provides VU-GSSS with the following documents:
- Form II: Announcement of Decision for Admission to PhD Ceremony;
- Signed Code of Conduct for Scientific Practice (when applicable);
- A PDF of the final version of the thesis;
- Training certificate stating that the required 30 EC is obtained

Note 1: obligations may have been partially covered by a dispensation added to the OBP;
Note 2: this requirement is only applicable for PhDs admitted after 1 April 2015.

The PhD candidate sends a hard copy of the thesis to all Thesis Committee members.

Step 3 Thesis Committee (evaluation)

The Thesis Committee evaluates the dissertation and the criteria for a PhD through the Assessment Form PhD Candidates (Thesis Committee). The evaluations are sent to the chair of the Thesis Committee with a cc to bestuurssecretariaat.fsw@vu.nl. The chair of the Thesis Committee writes a summary of all evaluations and submits it to bestuurssecretariaat.fsw@vu.nl only. The Dean will take the formal decision.

The administrative office of VU-GSSS:
- Informs the PhD and promotor of the approval;
- Informs all members of the Thesis Committee of the decision;
- Sends Form II to the Beadle’s office.

Step 4 PhD candidate and Promotor (preparation of the defense)

The PhD candidate contacts the Beadle’s office to obtain information about the rest of the procedure. The PhD candidate sets a date in consultation with the Beadle’s office and ensures availability of the Thesis Committee members. The candidate informs all people involved. The Promotor communicates with the Thesis Committee members about the defense procedure at Vrije Universiteit and informs the chair (usually the dean) of the formal meeting about the committee and opposition.